

The **meeting** of the  
**Buildings & Property Portfolio Committee** of  
**Campbell Park Parish Council**  
will be held on **Tuesday 13<sup>th</sup> June 2017**  
at the Parish Office 1 Pencarrow Place Fishermead  
**commencing at 6.30pm**

**This meeting is open to the Public**

## **AGENDA**

**1. Election of Chair**

The Committee is invited to elect a Chair to June 2018

**2. Election of Vice Chair**

The Committee is invited to elect a Vice Chair to June 2018

**3. Appointment of Lead Member (s)/Champion(s)**

Committee is invited to consider the appointment of Lead Member(s)/Champion(s) and their role to June 2018

**4. To Receive**

Members Present

Apologies for Absence

Declarations of Interest

Non-Committee Members/Members of the Public Present

**5. Minutes of the Meeting New Build Task & Finish Committee held on the 9<sup>th</sup> May 2017**

To approve the minutes of the previous meeting.

**6. Public Involvement – Deputations, Petitions and Questions**

**7. General Responsibilities of the new Committee**

Following the reorganisation of Standing Committees at the Annual Meeting of Council, Committee is invited to note its areas of responsibility, including identifying any not included in the following schedule:

**New Parish Council Headquarters**

New Build Project

**Community Centres**

Oldbrook and Springfield Centres

**Buildings**

Parish Office

Oldbrook Depot

Oldbrook Pavilion

Pyro Store

**Land**

Oldbrook Green

Fishermead and Springfield Sports Grounds

Allotments (Willen, Woolstone and Fishermead)

Woodland Management Programme (all sites)

## **Contracts**

Landscape Management Contract

## **Dog Waste Management**

Parish-Wide

### **8. Committee Terms of Reference**

Following Council's decision to restructure the Standing Committees of Council, (Minute No. 08/17) the Committee is invited to review its Terms of Reference. The 2016/17 Terms of Reference of the Community & Environment Committee and the draft 2017/18 Terms of Reference of the Finance, Administration & Policy Committee are included for information.

### **9. New Build Project**

#### **i. Financial Consultancy visit by DCK Beavers - Wednesday 21<sup>st</sup> June**

The Committee is invited to note that DCK Beavers will carry out their initial consultancy work on the financial considerations of the New Build project on 21.06.17 – time to be confirmed.

A copy of the lease for Oldbrook Green has been forwarded to DCK Beavers in advance of their visit.

#### **ii. Design Brief Development**

Further to the decision to that David Lock Associates be invited to provide a fee proposal for the development of a project Design Brief, Committee is invited to advance the item, including identifying who should represent the Parish Council at any meetings with David Lock Associates.

#### **iii. New Building Requirements Specification** (Minute No. 16/16, 26/16, 33/16, 44/16)

The Committee is invited to note the revised document which has been updated in-line with the amendments agreed at the Meeting of the New Build Task & Finish Committee held on the 9<sup>th</sup> May 2017.

### **10. Current Projects transferred from Community & Social Wellbeing Committee – Report No. 01/17**

The Committee is invited to note, for information, the current situation of the ongoing projects previously managed by the Community and Environment Committee.

### **11. Parish Council Allotment Rent Review for 2018/19**

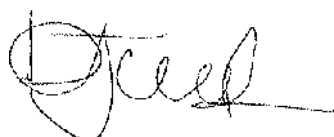
The Committee is invited to note that the 2018/19 rent for Parish Council allotment plots will be increased in line with the June 2017 Consumer Price Index figure (Council Minute No. 29/15) – for information, the April 2017 CPI figure was 2.6%.

### **12. Booking List & Summary for the Oldbrook and Springfield Centres –**

The Committee is invited to note the attached booking list, **summary** and **forecast bookings** for the Oldbrook and Springfield Centres.

### **13. Date of Next Meeting**

**Tuesday 11<sup>th</sup> July 2017, 6.30, Parish Office**



**D Warner**  
**Clerk to Council, 8<sup>th</sup> June 2017**